

LUBBOCK POLICE DEPARTMENT CANINE UNIT PROCEDURE AND OPERATION POLICY

POLICY ANNOUNCEMENT:

The writings contained in this policy will be consistent with all rules and procedures outlined in the Lubbock Police Department Policy and Procedures manual.

MISSION STATEMENT:

The mission of the Canine Unit will likewise be consistent with that of the Lubbock Police Department which is the protection of life and property.

I. GENERAL ADMISTRATIVE:

A. Purpose:

1. The Lubbock Police Department K-9 Program is devised to employ Police K-9's and handlers specifically trained in tactical K-9 apprehension techniques and crime scene searches to assist all divisions of the police department and the citizens of the community.

B. Goals and Objectives:

1. Goals:
 - a. To provide a high level of response.
 - b. To develop preventive patrols to deter burglaries, thefts, and all other crimes.
 - c. To develop narcotics interdiction and bomb threat response.
 - d. To provide a system of apprehension for violent, armed, hiding, and fleeing suspects, thus decreasing the chance for injuries to officers and citizens.
 - e. To reduce the number of officers necessary to conduct building searches, area searches, and other investigations.

- f. To promote community awareness of the K-9 unit as a crime prevention unit, as well as a crime fighting tool.
- 2. Organizational Placement:
 - a. The K-9 Unit is organizationally assigned as a squad in the **Patrol Support Division**, however upon request, it is available to serve all sections of the Lubbock Police Department.

II. PATROL OPERATIONS:

A. Patrol Functions:

1. If a K-9 is requested to assist on a call the handler shall first evaluate the situation to determine if the use of the K-9 is feasible. [REDACTED]
[REDACTED]
[REDACTED]
2. K-9 officers will be mobile to respond to any call for service in any area of the city.
3. K-9 officers shall respond to any call for service, whether or not a K-9 is required, if directed to do so by the communications center or a supervisory officer.
4. The K-9 handler will complete a Daily Activity Log to be submitted to the K-9 supervisor on a bi-weekly basis.
5. PATROL OFFICER AWARENESS:
 - a. In order to achieve maximum effective utilization of the Police K-9 unit, patrol shall be aware of the following:
 - b. K-9 handlers are responsible for the safety of all persons which come in contact with the K-9 both on and off duty.
 - c. Handler shall use the **GRAHAM v. OCONNOR** standard when determining the use of his K-9:
 - i. **SEVERITY OF THE CRIME**
 - ii. **ACTIVELY RESISTING OR FLEEING ARREST**

iii. IMMEDIATE THREAT TO CIVILIANS OR OFFICERS

iv. Is it REASONABLE

- d. The handler will notify the K-9 supervisor in the event a bite and/or injury has occurred.
- e. Officers should maintain containment of any area or building to be searched by the K-9 unit.
- f. Officers should, if possible, avoid contamination of a search scene prior to arrival of the K-9 unit.

■ [REDACTED]

- [REDACTED]
- [REDACTED]
- m. If a suspect is injured by the K-9 or handler during an arrest, a K-9 supervisor will be notified immediately. A case report will be written and a C.S.O will be called to take pictures of the injury and to collect evidence.
 - n. In the event a K-9 handler is injured and/or rendered unconscious, another K-9 handler will be called to take charge of the K-9. A K-9 supervisor will be notified immediately. Therefore, all K-9 handlers will have a basic rapport with all other K-9's assigned to the unit.
 - o. If patrol officers have entered a search area or building to be searched prior to the arrival of a K-9 handler, all patrol officers should make sure they are out of the search area prior to the search. The patrol officer assigned the call shall advise the K-9 handler that the area had been entered prior to his arrival.
 - p. To avoid injury to personnel, all officers shall avoid any interference with the K-9 or handler; reaching into the K-9 vehicle when the K-9 is in the vehicle; feeding a K-9; placing themselves between the suspect and the K-9; or approaching the K-9 or handler in a work or training situation without first notifying the handler.

B. PURSUIT AND CALL RESPONSE:

1. Chapter 4 of the Lubbock Police Dept. general policy directs the majority of this chapter.
2. Should a K-9 handler become involved in a vehicle pursuit he will call for a marked patrol unit to assist and will turn the pursuit over to the second marked patrol car as soon as it can be done safely.
3. K-9 handlers will drive the vehicles in a manner that will not unnecessarily place the K-9 in jeopardy.

C. OFF DUTY CALL OUTS:

1. When no K-9's are on duty and are needed, the standard call out procedures shall be followed as outlined in the Lubbock Police Department Policy and Procedure Manual.
2. The K-9 supervisor shall compile a Call-Out-List for a one month period in advance and the list will be submitted to the communications center and the K-9 Lieutenant.

D. PUBLIC RELATIONS:

1. A request for a K-9 demonstration should be made through the K-9 supervisor or training officer. The K-9 supervisor will determine the number of handlers/K-9s needed for each demonstration.
2. Public demonstrations shall be suitable for the age group represented.
3. Public demonstrations shall not be done for a private business that charges admission to the demo.

E. NARCOTICS DETECTION:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

F. EXPLOSIVES DETECTION:

- [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

III. EQUIPMENT MAINTENANCE:

A. VEHICLE:

1. K-9 officers will drive specially equipped vehicles designed for transporting the K-9 and the vehicle will be clearly marked “POLICE K-9” unless otherwise directed by the Patrol Bureau Commander.
2. Vehicles will be clearly marked with “WARNING: POLICE K-9” on both doors accessing the K-9 insert area. This warning will also be placed on the rear of the vehicle. Both warning will be in a contrasting color, making them clearly visible.
3. K-9 vehicles are to be kept in good operating order and the interior cleaned and disinfected. All department regulations pertaining to the proper maintenance of city vehicles shall apply, as prescribed by the fleet car plan.

4. No equipment may be carried in the K-9 insert area while a K-9 is in the vehicle.
5. K-9 handlers will be responsible for ensuring that the vehicle equipped “hot and pop” systems are tested weekly and any issues are resolved as quickly as possible.
6. K-9 Squad supervisor will immediately be notified, by email, when the “Heat alarm” malfunctions. This vehicle shall be taken for repair during the next business day.
7. K-9 Handlers will check the interior temperature of the K9 vehicle every 30 minutes when the ambient temperature is above 85 degrees, when the “Heat Alarm” is operating normally.
8. The K-9 supervisor may approve operation of a vehicle with a malfunctioning “Heat Alarm”.
 - a. Handler shall physically check the interior temperature of the vehicle every 10 minutes, when the ambient temperature is above 80 degrees.
 - b. Handler shall physically check the interior temperature of the vehicle every 30 minutes, when the ambient temperature is below 80 degrees.
9. The K-9 handler shall notify the K-9 supervisor, at the earliest convenience, that the remote door opener is malfunctioning.
10. The K-9 vehicle shall be taken for repair at the earliest convenience.
11. The K-9 vehicle may still be utilized with a malfunctioning remote door opener.
12. K9 Officer shall not transport prisoners in the assigned K9 vehicle.

B. GENERAL EQUIPMENT:

1. A K-9 supervisor shall make a periodic inspection of equipment and personnel to ensure their proper working condition and to maintain satisfactory inventory.
2. K-9 handlers are responsible for the care and condition of all assigned equipment and the K-9.

3. K-9 handlers will assure that the remote trainer (both collar and transmitter) are charged and functioning prior to training or shift. All K-9's will wear a remote trainer, unless approved by the K-9 supervisor.
4. No equipment will be utilized with plastic buckles.
5. Only metal "Pin buckles" and metal "Cobra" buckles may be used.

C. CANINE CARE:

1. The handler shall be responsible for grooming, feeding, and the general care of the K-9 on a daily basis.
2. The K-9 will be kept at the handler's home or quarters that have been approved by the K-9 supervisor.
3. K-9s shall be housed in department issued kennel while off-duty. When a Severe Weather Alert (extreme cold, heat, dangerous weather) the K-9 may be housed in a department issued travel crate, inside the handlers home or out building.
4. The K-9 supervisor shall conduct periodic inspections of the K-9's kennel area for cleanliness and safety concerns.
5. On duty K-9 handlers shall check on the welfare of a K-9, when the handler is out of town. On duty K-9 handlers shall make a call sheet documenting the status of the K-9.
6. K-9 handlers will be responsible for arranging to have his assigned K-9 cared for while out of town on vacation, etc. The handler will contact a supervisor or training officer and will make arrangements to have the K-9 cared for prior to leaving town.
7. The K-9 handler will report to the training officer or supervisor any illness/injury of the K-9 at the time the illness is discovered or the injury occurs.
8. K-9 handlers are responsible for day to day training of their assigned K-9.

IV. TRAINING:

A. PATROL TRAINING:

1. All patrol K-9 training shall be conducted under the supervision of a training officer or K-9 supervisor. Patrol K-9 training or demonstrations will only be conducted with a minimum of three participants, two of which must be K-9 handlers or a K-9 supervisor.
2. It shall be the responsibility of the K-9 supervisor/trainer to test K-9's and handlers and assist with any problems. The unit will meet each week for training and will train in all aspects of K-9 requirements on a timely schedule. Handlers shall be required to attend 85% of the organized training sessions. Failure to do so could result in disciplinary action, including removal from the unit. The K-9 supervisor may consider special situations on a case by case basis.
3. The K-9 supervisor/training officer shall conduct semi-annual evaluations of all handlers and K-9s to determine their continued suitability and adaptability to K-9 police service.
4. The K-9 supervisor shall maintain documentation regarding all trainings, along with all handler and K-9 participation and progress.
5. K-9 handlers shall complete all training records from the week prior to the next formal training session. These reports will be stored electronically on the Lubbock Police Departments server.
6. The K-9 supervisor shall maintain documentation regarding all trainings, along with all handler and K-9 participation and progress.
7. The training officer and K-9 supervisor will monitor each K-9 and handler during training sessions and ensure that a degree of proficiency is maintained in obedience, building searches, area searches, tactical work and detection when it applies.
8. K-9 handlers shall utilize approved training techniques as recommended by the K-9 supervisor/training officer and shall use approved training equipment when engaged in bite work.
9. Only proper corrective actions approved by the K-9 supervisor will be permitted. Any conduct that is not approved shall be grounds for disciplinary action including expulsion from the K-9 unit.

10. Any problem in training of the K-9 will be reported to the training officer or supervisor for assistance.
11. The K-9 supervisor/training officer shall select the appropriate training to insure the handlers and K-9's maintain a high proficiency level of performance.
12. All patrol K-9s shall be certified through the National Narcotic Detector Dog Association (NNDDA). NNDDA guidelines will be followed for certification.

B. NARCOTICS TRAINING:

1. K-9 handlers may conduct detection training without the training officer or K-9 supervisor being present. The training officer or K-9 supervisor shall be present for one detection training session a week.
2. The K-9 supervisor/training officer shall select the appropriate training to insure the handlers and K-9's maintain a high proficiency level of performance.
3. The K-9 supervisor shall maintain documentation regarding all trainings, along with all handler and K-9 participation and progress
4. K-9 handlers shall complete all training records from the week prior to the next formal training session. These reports will be turned into the training officer.
5. A monthly inventory of all narcotic training aids will be conducted and kept on file.
6. All narcotics detection K-9s shall be certified through the National Narcotic Detector Dog Association (NNDDA). NNDDA guidelines will be followed for certification.

C. EXPLOSIVES TRAINING:

1. Care should be used in handling and transportation of explosive training aids. All personnel involved with training should be aware of the amounts and types of explosives being used should an emergency arise.

■ [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

4. Training records will be maintained in the same manner as other training records.
5. All explosive detection K-9s shall be certified through National Narcotic Detection Dog Association (NNDDA).

D. SUPERVISOR/TRAINER RESPONSIBILITIES:

1. This operational instruction is to delineate the duties and responsibilities of the K-9 supervisor and trainer.
2. The K-9 supervisor shall maintain a current DEA CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE.
3. The K-9 supervisor shall evaluate and select an appropriate Veterinarian clinic for the K-9 Squad.
4. The K-9 supervisor/training officer will be responsible for selecting food, equipment, housing standards and out-of-department training the unit will use.
5. A K-9 unit supervisor will be responsible for any K-9 unit involvement when participating in special operations with SWAT, Narcotic's warrant service, etc.
6. The K-9 supervisor, in conjunction with the training officer, shall be responsible for selection, assignment and training of the K-9 unit personnel.
7. K-9 handlers shall assure that all purchases are within LPD policy, and deducted from the proper account.
8. The K-9 supervisor shall be responsible for any administrative functions that concern the efficient and effective operation of the unit.

9. The K-9 supervisor, trainer and assigned handler, will be responsible for the selection and evaluation of new K-9's for the unit.
10. The K-9 supervisor shall select all new K-9 handlers in a fair manner.
11. K-9 Supervisor shall keep a list of officers working as decoys.
12. K-9 supervisor shall submit to the Lieutenant the top two candidates from the decoy list.
13. K-9 supervisor shall rank these candidates in order of preference.
14. K-9 supervisor shall review past performance evaluations when compiling the preference list.

V. UNIFORM:

A. PATROL UNIFORM

1. K9 Officers will wear the issued Department Class Uniform Shirt.
2. K9 Officers will wear Blauer Operational Trousers #8835.
3. K9 Officers will wear Blauers Outer Armor Skin Carrier Molle #8375.
4. K9 Officer shall only wear approved tactical pouches on the vest carrier. (See L Drive)
5. K9 Officers shall wear a DOK kit on their outer vest.
6. K9 Officers shall have the remote training collar on their outer vest.
7. K9 Uniform shall only be worn while working K9 functions. LPD Uniform policy shall direct uniforms on all other occasions.
8. Uniforms shall be kept as clean as possible.